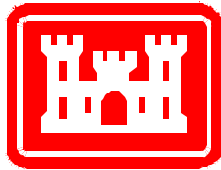U.S. Army Corps of Engineers

Guidance and Definitions

For

The Information Technology Investment Portfolio System

FY 2006 to FY 2010

Directorate of Corporate Information

13 November 2003

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Guidance and Definitions
for
The Information Technology Investment Portfolio System

I. **General Guidance**.

   a. Commanders and Directors of Major Subordinate Commands, Districts, Centers, Laboratories, and Field Operating Activities, as well as the Headquarters staff, are required to develop and produce an Information Technology Investment Portfolio of their IT investments.
The Information Technology Investment Portfolio System (ITIPS) will be used to enter/update, review, and validate IT investments acquired and used by their organization. All IT must be authorized by the applicable committee(s) as a part of the Capital Planning Investment Control Process (CPIC).

   b. ITIPS is the **sole official source** of IT information used to support a variety of IT decision-making processes. These include:

      1. The formulation of the IT portfolio which is ranked by the Capital Planning and Investment Control Process and then provided to the Budget Process for funding decisions (PRIP, Fee-For-Service, Operating, and Program Budgets)

      2. Input to the Command Consolidated Guidance and Command Management Reviews

      3. Development of the DA Program Objective Memorandum; Office of Management and Budget Civil Works submissions

      4. Used to report the Civil Works Automation Budget to Congress.

It is **critically important** that ITIPS information is complete and accurate, to the best extent practical so that **your** actual requirements are reflected and supported.

   c. All IT acquired and maintained by USACE activities, regardless of costs and defined in paragraph VI below, must be entered and kept current in ITIPS. This includes IT for all Corps functional areas, including business, scientific, technical, administrative, and engineering applications (e.g., CADD and GIS applications). The only exceptions are as follows:

      1. Systems being developed or maintained or IT being acquired on a reimbursable basis for the sole use of customers outside of the Corps.

      2. Systems developed as an integral part of internal research and development (R&D) projects, when the system is not targeted for a production environment**.** However, IT being acquired in support of R&D projects, that are not an integral part of the R&D effort, must be included, e.g., office automation hardware and software in support of the mission and functions of your organization is not R&D.

d. All IT initiatives will be entered into the ITIPS under the appropriate IT classification IAW paragraph VI below.

e. Directors/Chiefs of Information Management will ensure that local committee(s)   authorization has been obtained prior to initiating the acquisition process. The ITIPS record number must be placed on all procurement documents for all IT products and services.   See paragraph II for entering ITIPS numbers on PR&Cs in CEFMS.

f. Directors/Chiefs of Information Management will maintain a record copy of the local committee(s) authorized portfolio initiatives indicating which initiatives are authorized for funding and the amount of the authorized funds. ITIPS portfolio report *Authorized Portfolio for a Fiscal Year* can be used to list requested and authorized amounts for each initiative.

g. Standard Information Technology Resource Codes for use in recording IT acquisitions in CEFMS are listed in Paragraph X. All IT related acquisitions not using one of the Standard IT Resource codes should be <u>disapproved</u> by the Technical Approver and <u>returned</u> to the requesting activity for the appropriate resource code.

h. The Commander or Director will ensure that the LCMIS approval thresholds and requirements of AR 70-1 and ER 25-1-2 are being met, as applicable.

II**. Additional Guidance/Instructions.**

a. **Personnel Costs**. In-house personnel and contract support costs will be included for initial development and operation and support costs, as appropriate. End user costs **are not** included.

b.   **Benefits/Risks.**   For corporate, Corps-wide investments, you must describe the benefits and business and/or technical risks in the Tangible and Intangible Tabs as they contribute to the USACE business/goals and customer needs/requirements. Specifically, provide the following:

1. A quantitative and qualitative description of **<u>how</u>** the investment will contribute to the customer requirements/needs; e.g., stakeholder benefits, systems savings, or cost avoidance (place in the Tangible Tab);

2. A quantitative and qualitative description of the **<u>impacts</u>** (**<u>risk</u>**) to the customers' needs/requirements, if the requirements are either partially funded or not funded (place in the Tangible Tab);

3. Qualitative descriptions of the investment's increased values to **<u>other</u>** organizations' business missions/goals and customer needs/requirements, e.g., other USACE, Army, DoD, and other Federal, State and local governments. (Place in the Intangible Tab).

c. **IT Investment Justification**. Enter in the *Future Tab* the **justifications for each** budget year, which thoroughly describe the budget requirements as entered in the Budget Tab.
The justification must describe development costs (program and enhancements costs, as applicable) and O&S costs for each FY (see para VII - Cost Definitions, b and c for Development and O&S cost definitions).

d. **LCMIS**.   Include all pertinent LCMIS information (phase, etc.) in the *LCMIS Tab* for all applicable systems.

e. **Life Expectancy Field.** The *Life Expectancy* field is defaulted to **8 years** for new IT initiatives for planning purposes. However, additional years can be added for determining total life cycle costs if required. This field provides the number of years that the initiative is expected to be in service and determines the number of out years on the Requirements Tab(s).   It is limited to a total of 15 years (including the deployment year). Contact members of CECI-TA for requirements to extend the life beyond this period. See paragraph m.2. for additional guidance on the Life Expectancy field.

f. **Requirements Cycle –** The primary purpose of this update is to enter Planned Requirements for FY06 and beyond, as applicable for each of your existing or new initiatives. All financial requirements tabs in ITIPS have been "rolled" to reflect the current 3-year requirements cycle – i.e., *Current FY04, Requested FY05*, and *Planned FY06*. Enter the dollar amounts as follows:

1. **Current Year (FY04)** – Enter the dollar amounts authorized by the Headquarters and /or local authorizing committee(s) during last year's CPIC Process;

2. **Requested (FY05)** – The amounts depicted in the Requirements Tab for FY05 were updated during last year's planning cycle and **are only available for viewing**. Contact members of CECI-TA if further information is necessary.

3. **Planned (FY06) –** Enter the dollar amounts for the planned requirements. Additional planning for FY07 and beyond are entered via the **Out Years Tab.**

g. **Prior Years**. The amounts previously indicated (prior to the "roll") for the FY03 requirements are now reflected in the *Prior Years* screens/fields. Prior Years amounts are reflected as aggregated amounts and can only be adjusted by personnel in the Information Architecture Branch (CECI-TA), Directorate of Corporate Information. If you need to adjust the dollar amounts displayed in the Prior Years columns, send a request to CECI-TA with the amounts to be changed, the Civil Military split for the funds, and the reason the change is necessary (e.g., doesn't reflect the correct authorized amount, etc).

h. **Funding Methods/Cost Categories.** ITIPS contains the capability to record how requirements will be funded or appropriated for use on an IT initiative. These are identified as *Funding Methods* and include: *Direct Funds, Fee for Service Funding (Metered or Site License), or PRIP Funding*. See paragraph VIII for definitions of *Funding Methods*. Within each funding method

requirements are broken into individual cost categories as follows: Civilian Pay, Travel, Equipment Purchase, Equipment Lease, Communications, Supplies, Equipment Maintenance, Software Purchase, Software Lease, Computer Processing Services, Training, Other, PRIP Pay Back, and Contract Support. Note: Initiatives classified under IT Classification "Support to Command Standard Systems" contain an additional cost category, *Fee for Service*. Definitions for each of the cost categories are contained in paragraph IX.

      i. **Asset Details**. Cost information can either be entered at the Requirements Tab level or via the supporting Asset screens. The Asset Tab provides the capability for more details about the IT investment. For example, IT equipment could be further defined to indicate personal computers, or Sun microprocessor, as well as specify the number and costs for each asset.

      j. **Requirements Authorization.** IT investments that have been authorized by the local authorizing committee(s) must be entered into ITIPS via the *Authorize* option appearing in the menu bar at the top of the ITIPS screen. The total amount authorized by the local authorizing committee(s) for each initiative will then be reflected in the field labeled *Authorized* in the funding summary depicted on the Management Tab. This reflects the maximum amount authorized for expenditure for each initiative. Use of this option is limited to **only** those individuals granted access and who are responsible for maintaining the authorized amounts on behalf of the authorizing committee(s), CPIC, etc. In order to activate the option, provide the name, office symbol, and user-id of the individual(s) who will be performing this function for your organization. This information should be provided, via e-mail, to William W. Sevila or Johnnie M. Carter.

      k. **Requirements Appropriation**. In the near future ITIPS will include the capability to record Appropriation amounts in addition to the Authorized amounts. This will be located on the menu bar and operate similarly to the Authorization function. The Appropriation amount will reflect the amounts approved by the local budget committees, e.g., Program Budget Advisory Council, etc.

      l. **System Accreditation.** This tab is used to enter Accreditation Data for Automated Information Systems and Networks. The Information will be used to access accreditation status across the Corps and to help manage the Accreditation Process in compliance with AR380-19 and DITSCAP (DOD Information Technology Security Certification and Accreditation Process). You will be able to enter the type of accreditation - Authority to Operate (ATO), Interim Authority to Operate (IATO) or none, and the Designated Approving Authority (DAA), Information Assurance Manager (IAM), Information Assurance Officer (IAO) and Systems Administrator (SA) for each AIS and Network.. Costs associated with system accreditation and other security requirements (HW/SW, etc) should be recorded on the individual requirements tabs, as applicable for each initiative.

      m. **Data Errors**. It is becoming more and more critical that the data in ITIPS be as accurate and complete as possible as we become more and more reliant on this data for responding to the increasing information demands, e.g., Civil Works Budget, Office of Management and Budget, and Program Objective Memorandum submissions, justifications of PRIP requirements, the CPIC process, etc. Some examples of these are:

1. **Misuse of the IT Classification, "*Support to Standard Systems*".** A Command/Corporate AIS initiative; *i.e.,* PROMIS, CEFMS, REMIS, etc., that has been created as a "Local *AIS*" should be classified as **"*Support to Standard Systems*".**

2. **Life Expectancy** - Life expectancy field not entered/updated or too many years are indicated, e.g., 30 years.

3. **Breadth Codes** - Incorrect or missing breadth codes used, e.g., local initiative indicating a breadth code of B-4 or higher which indicates Corps-wide.   E.g., District Office Automation initiatives are B-1.

4. **Various Tabs** - missing or incomplete information on tabs such as LCMIS, Systems Description, Component Characteristics (business process, intended users, and particularly System Accreditation), etc;

5. **Archiving Old Initiatives** – Not indicating initiatives that should be archived.

6. Requirements **Tabs**

    Dollars should be entered in nearest whole dollar amount.

    Dollar splits or fund codes missing for budget amounts.

    Out years requirements information missing.

    Not reconciling the Planned Year after a roll.

    Wrong cost category when using assets with the PRIP tab i.e., entering dollars in Ops and Spt.

n. **Initiative Ownership.**

1. An initiative (ITIPS record) is "owned" by the user/user id that created the initiative. The ownership of a particular record can be determined by either viewing the *User Access* screen or running the *Initiative Status* report for that initiative or the organization. The Status report will also provide a list of users who have been granted access to an initiative.

2. An owner of an ITIPS record can transfer ownership to another registered ITIPS user via the *User Access* menu. The *User Access* menu also gives the Owner/POC of the ITIPS record the ability to grant update privileges to other ITIPS users. For example the Owner/POC of a headquarters record e.g., REMIS could grant ownership and/or update access to a user at a District or other field

organization and vice versa. Note: in order to transfer ownership to another user the user must first revoke their ownership status.

o. **Record Selection.** The Records Selection list (visible at the left of the ITIPS screen) is defaulted to those records that can be updated by the user. However, users can change the list to one of 7 different options as follows:

Only the records I can update - Selects only the records the user is the owner of or has been granted update permission. The user has the option to include all IT records within their organization.

Records By IT number - Enables the user to select for specific record number or a range of numbers if a wild card character (e.g., %, ?) is used in conjunction with the number.

Records for an organization - Selects records for a specific organization.   When selecting a Division the user has the option to include all Districts IT records within that Division.

Headquarters only - Selects records for headquarters only.

Corporate System Records – IT initiatives that meet the criteria for review by HQs CPIC Process.

All records - Permits the user to view all ITIPS records in the database.

The view/selection option can then be set as the users default record selection.

p. ITIPS online Help, as well as members of the Information Architecture Branch, Directorate of Corporate Information can be consulted regarding the accuracy or appropriateness of the information being entered into ITIPS.

III. **Linking IT Investments to Obligations**. This section contains instructions for using the PR&C and Labor screens in CEFMS to link an organization's IT obligations to its IT investments in ITIPS. All IT related acquisitions and labor charges entered into CEFMS must contain at least an ITIPS number and optionally (for acquisitions only) an asset number and be approved for acquisition as follows:

a. **ITIPS Number.**

1. IT related acquisitions: When preparing a PR&C to acquire IT related assets (equipment, software, contract services, etc) the ITIPS number must be entered on Purchase Request Line Item Create/Update" Screen 2.36. This is a required field. The ITIPS number consists of 8 characters – 3 alpha and 5 numeric. Use the ITIPS number in ITIPS that was authorized for the IT being acquired. Need to add something about Labor dollars

2. Non-IT related acquisitions: Enter NA in this field and proceed to the next field. Note: Use of Corps-wide standard IT resource codes (e.g., ITEQUIP) will automatically require that an ITIPS number be entered.

3. Non-Corps IT Acquisitions.   Use the universal ITIPS number XXX00000 format for IT acquisitions that must be made through CEFMS but should not be tracked back to the organization's ITIPS records. Note - the format must consist of 3 alpha and 5 numerical characters. The alpha portion will consist of the characters assigned by ITIPS to that organization's ITIPS numbers, e.g., NAB for Baltimore District, SAC for Charleston District, etc. The numerical portion will always be "00000".

b. **ASSET ID**. This is an optional field and is only required if ITIPS records have been recorded down to the asset level. See paragraph 1g. above.

c. **Technical Approval**. All IT related purchases are required to be reviewed to determine whether or not they are recorded in ITIPS and authorized for acquisition. The technical reviewer can view the ITIPS number assigned to the PR&C by going to the Purchase Request Technical Approval Screen 7.47 and pressing Control F1. This brings up screen 9.0 where the ITIPS number will be displayed. As a minimum, it is recommended that the Technical Reviewer use the ITIPS report *Authorized IT Portfolio for a Fiscal Year* to determine whether or not the ITIPS number cited on the PR&C is valid and correct. If it is not the correct ITIPS number, the PR&C should be disapproved and sent back to the requester for the correct ITIPS number. The PR&C should also be checked for use of the appropriate Standard IT Resource Code(s) as listed at paragraphs X and X.

d. **Reimbursables Within the Corps:** If you are using another Corps organization to acquire IT you must furnish them with the applicable ITIPS number to which cost will be recorded.   If you are acquiring IT for another Corps organization you will need the ITIPS number that applies to their IT investment.

e. **In-house Labor Charged to Specific IT Initiatives.** When preparing a Labor Authorization Line Item for IT related labor, as applicable (DBA, Project Manager) the ITIPS number must be entered on Labor Authorization Line Item Create/Update Screen 2.60. This should only be used when tracking costs back to IT initiatives in ITIPS that contain in-house labor s part of the initiative. Enter the ITIPS number or NA, as applicable, in the ITIPS field on Screen 2.60.

IV. **Enhancements/Features recently included in ITIPS**. This section highlights changes/modifications contained in the new Web version of ITIPS.

a. Technical enhancements/improvements with this release:

- ITIPS no longer requires the use of Sql*Net software on the client.
- Easier minimal one-time installation of Microsoft .Net and supporting application software.
- ITIPS software updates are released without user intervention.

- The Message Center can hyperlink to addition information.
- Help is now in HTML format and is easily updateable.

b. Enhanced user features with this release:

- New Records Creation and Records Selection options always available and accessed via buttons.
- All users automatically have read capability for all records. Records listed are those that the user has access to for update or viewing.
- Hyperlinks from various fields throughout ITIPS replaces dropdown lists, e.g. clicking on IT Classifications field immediately produces select list IT Classifications.
- Data entry reminders are placed throughout ITIPS to prompt the user where data is required, e.g., Project Manager's phone number.
- Last updated user information accessed via hyperlink.
- All funding amounts on the Financial/Requirements Tabs are now shown as dollars - **no percentages**.
- Assets are linked directly to each Cost Category on the Requirements Tabs eliminating the need to go to a separate tab.
- Out Year Tabs are simplified and easier to use with a separate tab for each year and accessed via one screen.
- History (audit trail) Tab restructured to permit user to reorder list per preference. Existing initiatives have a Previous History button for viewing prior edits.
- Revised Authorizations (formerly Budget Approval) screen can be accessed from Menu bar or from Requirements Summary matrix.
- Access to Requirements (former Budget) Tabs directly from Requirements Summary matrix on Management Tab via hyperlink or from Financial Tab as before.

c. Changes/Additions with this release:

- Budget Approval option renamed "Authorize" and represents amounts authorized by the CPIC Process.
- Users cannot edit the FY05 Requirements Tab.
- Breadth Field moved to "Management Tab".
- Description Sub-Tab labels moved to the top of screen (formerly arranged across the bottom.
- The CMR Performance Indicator has changed to compare the number of authorized investments to the number containing funding requirements in ITIPS.
- The CEFMS Labor Management Screens now contain the ability to enter ITIPS numbers relative to IT investments.
- Command Data Model removed from LCMIS Tab – (no longer in use).
- Program Groups have been added to the "Component Characteristics" Sub-Tab to permit the programmatic views of major IT investments.
- Requirements Tabs modified to include Security Cost column, to meet OMB reporting

requirements. Total costs in the other columns (i.e., Program, Enhancements, & O&S) should include as applicable, amounts for security costs with detail costs (systems accreditation, hardware software, etc.) also listed in the Security Cost column.

V. **Information Technology Definitions**. The following definitions are used as the basis for determining what data will be recorded in ITIPS for the purpose of planning, budgeting, and tracking Information Technology (IT).

    a. Information Technology (IT)(from 40 U.S.C. 1401(3)).

      1. The term 'information technology', with respect to an Executive Agency means any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the Executive Agency. For purposes of the preceding sentence, equipment is used by an Executive Agency if the equipment is used by the Executive Agency directly or is used by a contractor under a contract with the Executive Agency which (1) requires the use of such equipment, or (2) requires the use, to a significant extent, of such equipment in the performance of a service or the furnishing of a product.

      2. Information technology includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources.

      3. Notwithstanding paragraphs V. a. 1 and V. a. 2, the term 'information technology' does not include any equipment that is acquired by a Federal contractor incidental to a Federal contract.

Note: Information Technology includes telecommunications and communications equipment and national security systems (NSS).

    b. Automated Information System (AIS) (from DODD 5000.1 DEFINITIONS 3.4. Automated Information System (AIS) - A combination of computer hardware and software, data, or telecommunications that performs functions such as collecting, processing, transmitting, and displaying information. Excluded are computer resources, both hardware and software, that are: physically part of, dedicated to, or essential in real time to the mission performance of weapon systems.

    c. Information Technology Classifications - IT Classifications will be used to expand on the above definitions and to facilitate the reporting and tracking of IT costs in USACE. The IT Classifications listed in paragraph VI below indicate the primary focus areas for the purpose of entering and tracking IT information and costs in the ITIPS. The list is not all inclusive and will in all likelihood be expanded and/or modified over time.

VI. **Information Technology Classifications**

a. **AIS**: Any application software using COTS or custom developed code to satisfy the information requirement needs of a business process and/or program. Includes hardware and communications specifically required for using the software (see DoD definition above). The AIS functional proponent (FP), project manager (PM), or other individuals as designated by the FP, are responsible for entering this information.

b. **Programs**:

1. **Internet Center of Expertise**. For use by Headquarters only. See Internet under Infrastructure for local investments associated with the internet support.

2. **E-mail mail Center of Expertise**. This classification is for use by the USACE E-mail Center of Expertise.

3. **Defense Message System**. The Defense Message System is a DoD e-mail system which replaces the Automatic Digital Network (AUTODIN) message system and other proprietary e-mail systems. The system uses enhanced Commercial Off the Shelf e-mail products to provide secure writer to reader service. DMS is designed to provide the reliability, availability, and maintainability required to support critical command and control messaging and to protect sensitive information.

4. **Information Management Programs**. Program areas under Information Management that do not specifically involve automation but require planning, entering, and tracking the costs of these areas. Examples of this classification are USACE Library Program and Corps Enterprise Architecture .

c. **Information Technology Infrastructure**. The underlying technological components that compose an organization's system architecture. The Information Technology Infrastructure consists of the following sub classes:

1. **Office Automation**. The USACE working definition of Office Automation is: The use of computer systems and communications technology to perform general, every day tasks such as document management, electronic mail, archiving and retrieval of text/graphics groups. The operation of systems in which a machine interface is required for the user to create, work with, display or delete records within a general office environment. Office Automation embodies a core group of functionality consisting of word processing, spreadsheet, presentation, office database, electronic forms, calendar/scheduler, electronic mail, web browser and operating systems used to support day-to-day office operations. These generic software tools are used for general office functions not specific to any Business Area. LANS/WANS used only for communications are reported under the classification for LAN.   ITIPS information for this classification will be consolidated for and entered by each Division, District, Center, Laboratory, Field Operating Activity, and Headquarters Directorate/Separate Office. All desktop operating systems should be processing at the Windows 2000 or better level.   Army-wide contracts should be used for acquisition of office automation software. The newest technology being introduced to the Corps environment is the Windows 2000/2003 technology. Information on where the

Corps is positioned can be viewed at https://windows2000.usace.army.mil/.   The HQUSACE POC for Office Automation is Mr. Chester Walker, CECI-TA, (202)761-7690.

    2. **Local Area Network**.

       a. Local Area Network (LAN): A data communications system that lies within a limited spatial area; has a specific user group; has a specific topology; and is not a public switched telecommunications network, but may be connected to one. Note 1: LANs are usually restricted to relatively small areas, such as rooms, buildings, ships, and aircraft. Note 2: An interconnection of LANs within a limited geographical area, such as a military base, is commonly referred to as a campus area network. An interconnection of LANs over a city-wide geographical area is commonly called a metropolitan area network (MAN). An interconnection of LANs over large geographical areas, such as nationwide, is commonly called a wide area network (WAN). Note 3: LANs are not subject to public telecommunications regulations.

       b. LAN application (software): An application software package specifically designed to operate in a local-area-network environment.

       c. LAN (Local Area Network) A communications system that links computers into a network, usually via a wireless or wiring-based cabling scheme. LANs connect PCs, workstations and servers together to allow users to communicate and share resources like hard disk storage and printers. Devices linked by a LAN may be on the same floor or within a building or campus. It is user-owned and does not run over leased lines, though a LAN may have gateways to the Public Switch Telephone Network (PSTN) or other, private, networks. The HQUSACE POC for LAN is Mr. Kerry Khan, CECI-TA, (202)761-8828.

    3. **Corps of Engineers Enterprise Infrastructure Services**.   The Corps of Engineers Enterprise Information System (CEEIS) program provides the USACE IT Infrastructure. This consists of corporate data processing, an electronic mail backbone, global networking, and security (information assurance) of the enterprise IT infrastructure. CEEIS includes the Program Management Office and Central Processing Center located at the Engineer Research & Development Center, Information Technology Laboratory, Vicksburg, MS and the Western Processing Center located at the Northwestern Division, Portland, OR, as well as the USACE worldwide data communications network. CEEIS also supplies services related to provision of the Corps' RASP connectivity to the SIPRNet as well as the corporate Active Directory root that supports the USACE Windows 2000 environment. **The recording of costs for this classification is for the use of the CEEIS Program Manager only.** The POC for CEEIS is Dr. Peggy B. Wright, ERDC-ITL-MS, (601) 634-4630.

    4. **Voice Communications**. Local communication requirements that are not included in CEEIS such as FTS 2001, PBX, voice Telephone, cell phones, pagers, and radios.). The POC for Voice Communications is Mr. Kerry Khan, CECI-TA, (202)761-8828.

5. **Data Communications**. Local communication requirements that are not included in CEEIS such as FTS2001 or other circuits (T1 lines, frame relays, etc). The POC for Data Communications is Mr. Kerry Khan, CECI-TA, (202)761-8828.

6. **Internet** – The loosely connected worldwide collection of computer systems that use a common set of communications standards to send and receive electronic information.
The detailed cost guidance provided is to be associated only with the World Wide Web (WWW) aspects of the Internet. For information related to other aspects of the Internet (e.g., e-mail, FTP (file transfer protocol), communications, etc.) see the appropriate points of contact. Following are costs to be associated with the WWW of the Internet: (a) web-related contractor services; (b) server-side hardware dedicated to Internet use; and (c) software and/or tools, such as web authoring, web monitoring, web analysis, web programming, and web applications.
It is important to note that all Internet costs reported under this classification will indicate the funding type as well as the initial development and annual operational costs associated with the program, project, system, web site, home page, web page set, web application, web software and/or web server. The HQUSACE POC for the WWW aspects of the Internet is Mr. Michael Henderson, CECI-TA, (202) 761-0468.

7. **General Purpose Data Processing**. Non-CEEIS, general purpose, data processing hardware procured through any type of contract and represents hardware which a Major Subordinate Command/District, Laboratory, or Field Operating Activity must individually resource. Hardware acquired through the central CEEIS program funding is not included in this classification.. Data processing hardware acquired in conjunction with a specific Automated Information System (AIS) will be reported as part of that AIS.

8. **Facilities Modernization**. Any upgrade, repair, enhancement, or development of a facility which requires acquisition of Information Technology assets, and/or the IM required support. For example, communications network cabling and wiring for the construction or relocation of a physical facility or visual information equipment to create a new video teleconferencing facility. Not included in this classification are costs for physical furnishings such as furniture, actual construction costs associated with the facility, or costs for embedded processors, such as those associated with HVAC units, lighting, or security systems.

9. **Technology Integration**. Requirements in this classification should be limited to initiatives which use integrated IT technologies to solve a specific information management deficiency. This classification should not be used as a "catch all" for identifying Information technologies that do not relate to a common information deficiency. Examples include development/support of an Emergency Operations Center (EOC), IT support required for specific development/support of a Learning Resource Center (LRC), IT support for disaster/contingency/mobilization planning.

d. **Automated Engineering Tools** (used in planning, engineering, operations/maintenance, construction, and real estate -- not just engineering). NOTE: This item includes software investments only, unless dedicated hardware is required.

1. **Computer Aided Design and Drafting** (CADD) - COTS that enables engineers and architects to develop designs and associated graphics, including such items as 3 dimensional models and views at any angle and any level of zoom, as well as tracking design dependencies, and automatically changing dependent values when one value is changed.

2. **Numerical Models** (NM) - Corps developed software to perform various engineering calculations ranging from surveying coordinate conversion to coastal engineering analysis, which may be or may not be able to transfer results directly into CADD/GIS systems.

3. **Computer Aided Engineering** (CAE) - Corps/commercially developed software used to perform various engineering calculations, such as structural, electrical and mechanical design, which may be or may not be able to transfer results directly into CADD systems.

4. **Electronic Bid Solicitations** (EBS) - A standard process for converting all bid solicitation documents into a read-only CD-ROM and/or web page for submission to construction contractors interested in submitting a bid. Documents and viewing software are recorded on CD-ROM's for distribution. The Portable Document Format (PDF) is used for text files and (Continuous acquisition Life-Cycle Support) CALS is used for drawing files.

5. **Geographical Information System** (GIS) - COTS hardware & software used for mapping and analyzing things that exist and events that happen on Earth. GIS technology integrates common database operations such as query and statistical analysis with the unique visualization and geographic analysis benefits that can be portrayed by maps. These abilities distinguish GIS from other information system and make it valuable to a wide range of public and private enterprises for explaining events, predicting outcomes, and planning strategies.

6. **Remote Sensing/Image Processing** (RS/IP) - COTS hardware & software that process or analyzes remotely sensed (without physical contact) information from various portions of the electromagnetic spectrum and platforms. Includes photographic and digital imagery from acoustic, microwave, radar, infrared, visible, and ultraviolet (will be important for antiterrorism) spectral sensing devices, plus related image/data processing software used to analyze and transform the data for use by other systems, such as CADD/GIS.

7. **Global Positioning Systems** (GPS) - COTS hardware & software that receive, process and display geographic positional data from the GPS constellation of satellites. Differential GPS uses a local correction to improve the accuracy for engineering and other surveying and mapping purposes.

8. **Automated Hydrographic Surveying Systems** (AHSS) COTS hardware & software that acquire, process and display hydrographic/bathymetric survey data. Used for surveys for charting, engineering, inspection, condition updates, geotechnical investigations, etc. These systems also can use the data to compute dredge volumes, monitor bottom changes, etc., and transform the data for use by other systems, such as CADD/GIS.

9. **Automated Topographic Surveying Systems** (ATSS) COTS hardware & software that acquires, displays, and logs field survey data from electronic total stations or similar electronic distance or angular measurement devices: as used for topographic mapping, site plan creation, construction layout, boundary/real estate surveying, etc. Also includes office hardware/software to reduce and/or translate electronically collected field data, or digitizing manually collected field data and to transform the data for use by other systems, such as CADD/GIS.

10. **Photogrammetric Mapping Systems** (PMS) - COTS hardware & software that acquire, reduce, adjust, translate, or stereoscopically mensurate photographic or digital images, data files for use by other systems, such as CADD/GIS. Includes aerial mapping, cameras/systems, automated stereo plotter systems, soft copy Photogrammetry devices, etc.

11. **Automated Map & Chart Production** (AM/CP) - COTS hardware & software, normally a specialized use of CADD/GIS technology to automatically create and update maps and charts for a variety of users from engineers to mariners.

12. **Electronic Navigation Charts** (ENC) - COTS hardware & software used for marine navigation purposes normally composed of a positioning system, such as GPS, and an electronic chart database, which enables the mariner to trace his position in real-time on a computer based chart.

13. **Computer Aided Facilities Management** (CAFM) - COTS hardware & software that utilizes various forms of CADD/GIS technology to capture, store and manipulate data required to manage the assets of any facility, from a single building (inside and outside) to the multiple buildings and infrastructure of an entire base or installation. Typical functions include asset tracking, CAD integration, space management, maintenance scheduling and tracking, hazardous materials tracking, and employee workflow and tracking which forms the basis of an integrated facility information system that helps control operating costs, eliminate redundancy and establish intelligent control over assets.

14. **Process Control**. Includes Data Acquisition and Control System/Supervisory Control and Data Acquisition (DACS/SCADA). This is described as - A system that provides equipment control and monitoring from another location through data transferred digitally. Most systems also contain real time control loops and have time critical programming related to external equipment and operator needs.

15**. Infrastructure Protection Tools** - Tools that provide the ability to defend, safeguard or shield from injury, loss or destruction of a framework of interdependent networks and systems. These tools could be inherent in our major structures (dams, levees, locks).

16**. Decision Support System Tools** - Suites of tools and technologies that are embedded in modeling, information and communication tools within a effective support process.

17**. Performance Analysis Tools** - Optimization modules, Test & Evaluation Tools and Training and Exercise Support Tools.

The HQUSACE POC for Automated Engineering Tools is Mr. M.K. Miles, CECW-EE, (202) 761-5532.

      e. **Support to Standard Systems:** This classification is for local planning, entering, and tracking costs in support of USACE Corporate, Army, and DoD Standard Systems, e.g., Corps of Engineers Financial Management System, Program and Project Management Information System, Standard Procurement System, etc. A pull down list is provided in ITIPS for selecting the appropriate system. Use classification "Other IT" if the standard system for which you want to record costs is not listed. Costs previously recorded under other classifications (e.g., AIS) should be reclassified under the appropriate Standard System listed in this classification.

      f. **Records Management Modernization: Records Management Modernization:** Records management modernization pertains to information technologies that provide systematic life cycle management including creation, maintenance and use, and final disposition/permanent retention of all recorded information, regardless or media and format. Examples include electronic records management systems such as document scanning/optical imaging systems (ODI); electronic record keeping systems/electronic records management applications (ERMA); electronic document management systems (EDMS), and automation of records holding area (RHA) functions. All records modernization systems must have ERMA functionality and comply with AR 25-400-2 Army Records Information Management System (ARIMS), USACE-wide Electronic Document Management System (EDMS) Guidelines and Standards, and DoD 5015.2-STD, Design Criteria for Records Management Applications, and can be found at http://www.usace.army.mil/ci/recmgmt. Also included are mail management technologies, such as mail processing systems, postage and mailing systems, mail/shipping tracking and accounting systems, irradiation and x-ray scanning systems. Standard naming conventions apply and include prefacing application title/acronym with EDMS, ERMA, ODI, RHA, or Mail, as appropriate. Legacy systems should maintain ODI, CEERIS, and CEEDMS as their prefix. These costs are to include all hardware, software, contract, and any other costs associated with Records Management and Mail Management Program activities. The HQUSACE POC for Records and Mail Management is Ms. Linda Genovese, CECI-TR, 202-761-7672.

      g. **Visual Information Support: Visual Information Support:** Visual Information Support: Visual Information (VI) is that aspect of IT that pertains to the acquisition, creation, storage, transmission, distribution, and disposition of still and motion imagery and multimedia, with or without sound, linear or non-linear, for the purpose of conveying information. Examples: Video Communications; Conference Support, Graphics Standards; High-End Presentation Graphics. VI does not include Video Teleconferencing; graphics used in the office environment e.g. PowerPoint; or the Digital Visual Library. The Department of Army occasionally asks for VI requirements. Any requirements submitted to Army on DA Form 5695-R must also be entered into ITIPS. The HQUSACE POC for Visual Information is Ms. Sally E. Mahoney, CECI-TR, (202) 761-7137.

      h. **Library Modernization:** Library modernization includes the automated systems and communications requirements that support the USACE Library Program in its mission of accessing,

acquiring, organizing, and retrieving information needed by the Corps of Engineers. This modernization covers the USACE Library Program and the Library activities at each subordinate command organization. The following are included in USACE Library modernization efforts: (1) The automation of library functions such as the Library catalog, acquisitions, serials control, circulation, content management, and web-based resource development. It also includes automated Union Lists of corporate holdings and digital media archives. (2) Electronic technologies such as internet/intranet based and CD-ROM technologies that enhance or replace information resources formerly available in hard copy only (books, periodicals, specifications, regulations, etc.). (3) Electronic databases which are maintained or accessed by the Library, and (4) The redesign and modification of library facilities, to include coordination of an registration to the portal identification and access/taxonomy to digital resources. The HQUSACE POC for Library Modernization is Mr. Timothy P. Hays, NED-IM-L (978) 318-8349.

i. **Printing and Publication Modernization:** Modernization requirements in support of large scale printing and publishing; and requirements for small and medium scale copiers. Includes activities involved with the layout, camera-ready activities, printing, assembly, binding and distribution of all printed media. This includes the use of Government and commercial Printing and Publishing activities. The HQUSACE POC for Printing and Publications is
Ms. Lizzie Pannell, CECI-TR, (202) 761-5974

j. Information Assurance. USACE must not only ensure the "confidentiality" aspect of our information systems but must also address the overarching concept of Information Assurance. This includes not only confidentiality of information, but also the integrity of the database from which it" drawn, the availability of the infrastructure to deliver the message and our ability to identify and authenticate those who are using our networks. The FY01 Defense Authorization Act requires the adoption of risk management practices to ensure adequate information assurance against the escalating threats to USACE systems. Public Key Infrastructure (PKI) is the DOD-mandated standard to provide critical technology to protect information vital to warfighter and business operations. In addition to meeting these requirements, USACE must take corrective actions to improve information assurance and eliminate security vulnerabilities that have been identified across the Corps. These costs are to include all hardware, software, contract and any other costs associated with the Information Assurance activities. The HQUSACE POC for Information Assurance is Mr. Tom J. Aubin, CEIM-TA, (202) 761-8723.

k. **Other IT**: Major IT initiatives that are not covered above.

VII. LCMIS Cost Definitions. The following LCMIS definitions may be helpful when inputting planning and requirements data on the ITIPS *Requirements Tabs*:

a. **Life Cycle Costs** (LCC) (LCMIS Phases 0-IV): Includes all costs incurred throughout the AIS life cycle, including the operations and maintenance phases. The costs include design, development, deployment, operations, maintenance, personnel (both government & contract), telecommunications,

facilities, equipment, training, documentation, acquisition, site activation, test & evaluation, parallel operations, and approval process costs over the entire life of the automated information system.

b. **Development Costs**. The following are the two types of development costs:

1. **Program Costs**: Includes all costs (all types of funding) incurred from the time a requirement for a system is identified through completion of deployment to each operational site. Elements of expense for program costs can include: personnel salaries (project management and material developer staff, both government & contractor, for the design, development, test & evaluation, parallel operations, and deployment), travel, initial training, hardware (required to develop or operate the AIS), software (non-development: i.e., COTS), telecommunications (equipment and/or services necessary for AIS project development; i.e., purchase of LAN), facilities, acquisition, contract services, leases, supplies, and site preparation.

2. **Enhancement Costs**: These are costs associated with enhancing /modifying a system beyond its initial/existing specifications. Failure to fund these enhancements and modifications **do not** render the existing system inoperable, hence one can relate to them as "optional" funding costs. Developmental efforts should not be interpreted as **non-essential or** trivial. These costs can be associated within the same categories as noted in the O&S description. Development of additional capabilities or system enhancements can result or have a corresponding impact on future O&S costs.

c. **Operations and Support**: These are the **minimum** costs needed to maintain a system operational within its **initial/existing** specifications. Failure to fund these costs would render the system inoperable hence, one can relate to them as "non-optional" funding costs. These costs include as a minimum:

1. Labor
    - Project Management team (Gov't and Non-Gov't)
    - Technical team (Gov't and Non-Gov't)

2. Facilities leasing

3. Hardware replacements

4. Software licensing fees

5. Communications lines

6. Travel

7.   Sustainment Software Engineering Costs (examples: work associated with maintaining existing interface agreements; repairing or analyzing unexpected "bug", resolving audit findings; administering a configuration control board).

Sample Scenarios:

      -- A system has within its 150-component architecture two physical database servers and one application server, which need replacement. **These are O&M costs….*Why?? …*** because they are only three components of an entire system; and not replacing the entire system.

      -- A system has to develop a new interface to another system. The costs associated with developing this **new** interface are developmental in nature. The costs associated with maintaining this new interface in the future becomes an O&M cost.

VIII**. Funding Methods** - The means by which funds are appropriated for use on an IT. The Funding Methods are:

    a. **Direct Funds**. Funds appropriated by Congress to accomplish a specific purpose. Direct funds are distributed by means of a Funding Authorization Document (FAD).

    b. **Metered**. A charge to a user of a system based on actual measured usage. The charge for the session consists of a rate to cover costs to use the processing resources plus the individual Information Technology System's rate developed by CERM-B. The rate for use of the processing resources is developed either corporately for USACE wide applications (CEAP based), regionally for Divisions (MSC), or locally for District/Lab systems. The Information Technology System rate is developed based upon the total IT operation and maintenance costs
divided by the expected processing resources to be used during the year.

    c. **Site License**. A "subscription fee", a one-time annual flat charge and calculated by the Functional Proponent (FP) by dividing the total annual cost of an Information Technology System by the number of subscribers. Who or what is a subscriber is defined by the FP, but it will be a fixed number, such as number of districts, number of users, mummer of project offices, construction placement, estimated amount of work to be performed, etc. A portion of the charge
can be a variable as well as fixed. The FP is to provide CERM-B a detailed explanation of the method to change the field. Outside agency users will be included in the calculations.

    d. **Plant Replacement and Improvement Program (PRIP)**. PRIP is a self-sustaining capital acquisition program residing within the Corps of Engineers' Revolving Fund. It was established with the passage of Public Law 83-153 in 1953. PRIP is a program utilized by the Corps for the procurement of all classes of personal and real property and equipment with an estimated unit or system cost of $25,000.00 or more, an economic/useful life or two or more years and used in support of more than one Civil Works project. Such purchase shall not be acquired through the use of overhead accounts, project funds, or a combination of other funding mechanisms to avoid use of the PRIP. The Revolving Fund shall be reimbursed for all capital acquisitions acquired through PRIP. The reimbursement can be in the form of user/customer charges that will include depreciation, plant increment (adjustment for inflation cost of a future replacement, and insurance (PRIP acquisitions are self-insured). The Revolving Fund may also be reimbursed with the sale of surplus property. The primary purpose of all PRIP acquisitions is for the support of the CIVIL Works mission. Such acquisitions may be used to support

the Military program, other Governmental agencies, states, municipalities, individuals, or corporations outside the Federal Government when not otherwise in use provided that proper usage charges are paid by the activity being supported. The regulatory guidance for this program can be found in ER 1125-2-301 and ER 37-1-10.

IX. **Cost Category Definitions for ITIPS Requirements Tabs**.

    a. **Civilian Pay**: Gross compensation as applicable to the related Information Technology (IT) for personal services rendered to the Government by Federal civilian employees (Total Full Time Permanent Military and Civilian Funded Pay). Also included are total full time permanent civilian benefits.

    b. **Travel**: Obligations as applicable to the related IT for transportation of government employees or others, their per diem allowances while in an authorized travel status, and other expenses incident to travel that are to be paid by the government either directly or by reimbursing the traveler. Consists of both travel away from official stations, subject to regulations governing civilian and military travel, and local travel and transportation of persons in and around the official station of an employee. (i.e. TDY, PCS, installation/station travel).

    c. **Equipment:** Any personal property or interconnected system or subsystem of equipment used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information.

        1. **Purchases:** Investments made for the procurement of IT personal property.

            (a) **Purchases >$25K:** Capital investments for personal property/equipment for data processing, such as supercomputers, mainframes, mini-computers, microcomputers, analog and digital private branch exchanges (PBX), ancillary equipment, such as disk drives, tape drives, plotters, printers, storage and back-up devices cable-connected to computers, digital imaging equipment, optical storage and/or retrieval equipment and office automation equipment that was designed for use in conjunction with or controlled by a computer system and telecommunications networks and related equipment, such as voice communications networks, data communication networks, local area networks, terminals, modems, data encryption devices, fiber optical and other communications networks, packet switching equipment, terrestrial carrier equipment, lightwave, microwave or satellite transmission and receiving equipment. This property will have a service life of two or more years and a unit cost of $25K or greater. This category does not include furniture, typewriters, copiers, calculators, microfilm/microfiche equipment.

            (b) **Purchases <$25K:** Procurement for expendable equipment as defined above except for communications see paragraph d below. This property normally has a service life of less than two years and has a unit cost of less than $25K. The cost of the property is expensed in the year of purchase.

2. **Lease**: Includes the cost as applicable to the related IT of rental/lease of computers and their peripheral equipment or office automation equipment. This category encompasses the cost for rental/lease of desktop and portable computers, memory, tape/disk drives, keyboards, monitors, various boards (e.g. coprocessor), etc. This excludes office copiers and data facsimile machines.

d. **Communications:** Obligations as applicable to the related AIS for the transmission of messages or data over all communication media, such as marine cable service, radio and wireless telegraph service, electronic data transmission service, telephone, telegraph and satellite service. Obligations as applicable to the related AIS for the purchase of: telecommunications equipment under $25K, telecommunications software under $25K, telecommunications equipment and software leases, telecommunications equipment and software maintenance and telecommunications supplies.

e. **Supplies**: Obligations purchasing IT supplies and materials such as system backup tapes, memory flash cards, large systems manuals etc. Costs for CD-ROM, diskettes, digital tapes, toner cartridges for laser printers and fax machines should be recorded in SUPMATRL. Excludes purchase of ADP software.

f. **Equipment Maintenance:** Obligations as applicable to the related **AIS** for the contract maintenance charges for ADPE. This includes computers (all sizes), peripherals, and other office automation.

g. **Software:** Any software, including firmware, specifically designed to make use of and extend the capabilities of Federal Information Processing (FIP) equipment.

1. **Purchase:** Investment made for the procurement of software as defined above.

(a) **Purchase >$25K:** Capital investment for software procurement (including one-time obligations for long-term licenses) or leases costing $25K or more for systems programs (e.g. control and library programs, assemblers, compilers, interpreters, utility programs; sort-merge programs, and maintenance-diagnostic programs); application programs and commercial-off-the-shelf (COTS) software (e.g., word processing, communications, graphics, file-management and database management system software). Software also includes independent subroutines, related groups of routines, sets or systems of programs; databases; and software documentation.

(b) **Purchase <$25K:** Procurement for expendable software as defined above. This software normally has a service life of two years or less and has a unit cost of less than $25K. The cost of the software is expensed in the year of purchase.

2. **Leases:** Obligations as applicable to the related AIS for one-time and/or recurring charges for the "use" of commercially available software. The emphasis is on usage not ownership i.e. the license for 20 "users" for one software package. The unit cost for this category is less than $25K.

h. **Computer Processing Services:** Obligations as applicable to the related AIS for CEAP or other platform processing charges. **Does not include CEAP Backbone Network charges.**

i. **Training**: Obligations as applicable to the related AIS for all automation training costs, tuition, regardless of training source, for all personnel. Includes the training needs during the development of the related AIS, as well as the deployment of the AIS.

j. **Other:** Obligations as applicable to the related IT for cost not readily identifiable as falling under any of the preceding or following cost categories.

k. **PRIP Pay Back:** Obligations as applicable to the related AIS for the reimbursement of the Revolving Fund for the purchase of software and hardware through the PRIP. These obligations include depreciation, plant increment and insurance. The reimbursement is made through a series of multiple payments proportionately made over the life of the asset. **These costs are not included in the life cycle management costs for the IT initiative**.

l. **Contract Support:** Obligations as applicable to the related AIS for advisory and assistance services acquired by contract from non-governmental sources to support or improve organization policy, management, and administration; support program and/or project management and administration; provide management and support services for R&D activities; and provide technical support services. These services may take the form of information, advice, opinions, alternatives, analysis, evaluations, recommendations, training, and technical support.

m. **Fee for Service:** Obligations recorded for the purpose of paying for the use of Command Standard Systems and is broken out between Site License and Metered systems. This Cost Category will only appear on IT initiatives that are classified under "Support to Command Standard Systems".

X. **The following are Standard Resource Codes for use in making IT related acquisitions**:

a. **ITEQUIP**. Purchasing hardware/computers, peripherals, visual information equipment, office automation equipment and telecommunications equipment costing greater than the approved capital threshold for the appropriation funding the acquisition. OC 31.0

b. **ITEQUIPEXP.** (Old names ADPE and COMMEQUIP) Purchasing hardware/computers, peripherals, visual information equipment, office automation equipment, telephone equipment (like cell phones and pagers) and telecommunications equipment costing less than the approved capital threshold for the appropriation funding the acquisition. OC 31.0

c. **ITSFTWARE.** Purchasing custom and off-the-shelf software costing greater than the approved capital threshold for the appropriation funding the acquisition. OC 31.0 (eliminated $25,000)

d. **ITSFTWREXP**. (Old names ADDSOFT & ADPSOFT) Purchasing custom and off-the-shelf software costing less than the approved capital threshold for the appropriation funding the acquisition. OC 31.0 (eliminated $25,000)

e. **ITSUPPLIES**. (Old name ADPSUPL) Purchasing IT supplies and materials such as system backup tapes, memory flash cards, large systems manuals etc. Costs for CD-ROM, diskettes, digital tapes, toner cartridges for laser printers and fax machines should be recorded in SUPMATRL. Excludes purchase of ADP software. OC 26.0

f. **ITSFTDEVL**. Private sector contract costs for system software design, development, studies, analyses or evaluations. OC 25.1

g**. ITCONTSVS.** Contract services provided by private sector for IT technical support not otherwise classified. These services may take the form of information, advice, opinions, alternatives, analyses, evaluations, recommendations, training, and technical support. OC 25.1

h. **ITEQPMAINT.** (Old names ADPEMAINT, HARDMAINT & TELEMAINT) Contract costs for operation and maintenance of information technology hardware such as maintenance of PC hardware, local networks, routers, hubs, visual information, graphics, photo and telephone equipment. OC 25.7

i. **ITSFTMAINT**. (Old names SOFTMAINT & TELSFTMAIN0 Contract costs for operation and maintenance of information technology software. OC 25.7

y. **POSTALSVC**. Costs for postage (excluding parcel post and express mail service for freight) and contractual mail (including express mail service for letters) or messenger service; and rental of post office boxes, postage meter machines, mailing machines and teletype equipment. OC 23.3

k. **ITEQPLEASE.** (Old names ADPERENTAL & TELCOMRENT) Rental or lease of IT technology equipment, includes any hardware or equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. OC 23.3

l. **ITSOFTLEAS.** (Old names TELESFTRNT & SOFTLIC) ADP and telecommunications software leases. OC 23.3

XI. **The following are Standard IT Children Resource Codes that can be used optionally in lieu of one of the Standard IT Resource codes in paragraph IX above**.

a. **ITOTHSVS**. Child of Standard Resource Code ITCONTSVS. Child code used for IT support by private contractor.

b. **ITFEDSPT**. Child of Standard Resource Code WKBOTHFED. Child code for IT support in Helpdesk, network or automation services received from GSA or other Federal contracts

c. **ITCOESPT**. Child of Standard Resource Code WKBOTHCOE. Child code to be used for IT Services received by other COE and tracking Gov't Orders in ITIPS.

d. **ITFEDMAINT.** . Child of Standard Resource Code WKBOTHFED. Child code used for IT maintenance support from other federal agencies.

e. **ITFEDSVS.** . Child of Standard Resource Code WKBOTHFED. Child code used for any other IT services from other federal agencies.